

# CTE/EFA STUDENT HANDBOOK

# ACKNOWLEDGEMENT PAGE

Sign and return to your program teacher by September 9.

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

*The CTE/EFA Student Handbook, located at [kresa.org/cte](http://kresa.org/cte) is a summary of the CTE/EFA rules and expectations and is not a comprehensive statement of local district procedures.*

**Achievement Policies & Procedures:** CTE students may be eligible for college credit upon successful course completion with a letter grade of B, or better, and teacher approval. Refer to individual courses' syllabi for more information.

**Attendance Policies & Procedures:** Under state law, attendance at school is compulsory until a student reaches the age of eighteen (18) or graduates from high school. Because of this, all students attending an off site and/or transfer program, unless they are legally emancipated, shall be required to have absences excused by their legal guardian. If a student is legally emancipated, they may assume responsibility for all absences.

**Closed Campus:** Due to our commitment to student safety, off site programs operate a "closed campus" during the school year.

**Emergency Policies & Procedures:** All accidents must be immediately reported to the CTE/EFA instructor. Reports of accidents and injuries will be documented by the instructor and submitted to the home school and/or facility when a student is hurt on the program premises or under conditions covered by school insurance.

**Fees, Charges & Fines:** Students are required to pay replacement fees or fines for items damaged or destroyed.

**Field Trips:** CTE/EFA will notify schools about planned field trips. It is the student's responsibility to notify their home school instructors and obtain work missed.

**Grievance Policies & Procedures:** Standards of School and Classroom Behavior; Students are expected to comply with school regulations and to obey the directions of the instructor and others in authority.

**Opt Out of Releasing Student Information:** Parents wishing to opt a student out of news articles, photo opportunities, surveys and/or directory listings should contact Kalamazoo RESA CTE/EFA office in writing to request omission by the 4th Friday of the class.

**Professional Conduct:** Students are expected to attend their CTE/EFA program and fully participate to the best of their ability.

**Reporting Student Progress:** CTE/EFA will report student grades to home school districts, as well as mail a report card to the home of the student every nine (9) weeks. Final grades are reported at the end of each semester.

**Student Medication Authorization:** Required when a student needs prescription and non prescription medication to be taken at school. Must be submitted by the student's parent/guardian.

**Technology Acceptable Use Agreement:** The purpose of this agreement is to grant access and define acceptable use of the CTE/EFA Technology Resources.

**Transportation:** Regulations regarding transportation to, and from, CTE/EFA off site/transfer programs are determined by the local school districts. Students must contact their high school office for local district transportation policies.

*We have read the complete handbook located online at [kresa.org/cte](http://kresa.org/cte) in the Students section and understand all the rules and expectations. We understand this handbook may be amended during the year. Our signatures below acknowledge we agree to be responsible for following all the rules and expectations of CTE/EFA and understand the consequences for failing to follow the requirements.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Student email

\_\_\_\_\_  
Parent/Guardian's email